



City of Santa Barbara

PLANNING DIVISION - OTHER SERVICES

	Informal Counter Question	MEA Report	Mod Pre-Consultation	Planner Consultation	Preliminary Plan Review	Property Profile	PRT	Staff Hourly Rate	Zoning Information Report (ZIR)	Zoning Letter
Fee*	No	Yes	Yes	Yes	Yes	Yes; 3 hr minimum	Yes	Yes; 1 hr minimum	Yes	Yes; 2 hr minimum
Mandatory	No	No	No	No	No	No	Sometimes	No	Mandatory prior to residential property transfer	No
Records Check Completed	No	No	No; 30 minute meeting	Cursory review of Archive Plans, Street & Planning Files; 90 minute total time including research and mtg.	Review Archive Plans, Street & Planning Files	Review Archive Plans, Street & Planning Files	Review Archive Plans, Street & Planning Files	Depends on Request	Review Archive Plans, Street & Planning Files	Case-by-Case; depending on request
Site Visit	No	No	No	No	No	Yes	Yes	Depends on Request	Yes	No
Application Required	No	Pre-Application form	Pre-Application form and requirements	Pre-Application form and Request Letter	Pre-Application form and Plans	Pre-Application form and Request Letter	MST Application and PRT Submittal Requirements	Pre-Application form	ZIR Application	Pre-Application form and Request Letter
Letter or Report Produced	None or notes in PRE-case	MEA Report	Pre-Consultation Summary	PRE-case and possible memo	Plan Check Corrections List	Property Profile	PRT Letter	PRE-case	Zoning Information Report	Zoning Letter
Staff Involved	Counter Staff	Staff	Mod Staffperson	Planner	Plan Checker	Staff	LDT Staff	Staff	ZIR Preparer	Zoning Staff
Types of Questions Answered	General questions (zone, setbacks, density)	Identify environmental sensitivity areas	Cursory plan review; MEA Report; discuss initial Staff supportability & application requirements	Informal meeting with a Planner to discuss issues related to a project that may require DART or PRT	Zoning plan review; verify use is allowed use; Measure E floor area; parking requirements	Applicant may select from options: permit history, development potential, MEA report, traffic & parking, etc.	DART submittal requirements (if applicable)	Questions that require further research	Standardized report	1. Typically used by financial institutions during a refinance 2. Zoning question that involves records search

*See current Fee Resolution